

The City of Stockton invites your interest for the position of

ADMINISTRATION & OUTREACH MANAGER

Program Manager III



Annual Salary
Up to \$108,103*

*Depending on Qualifications

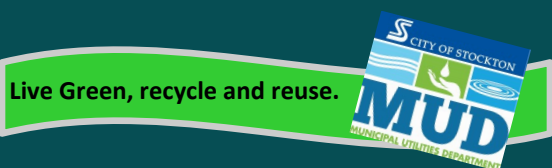


Municipal Utilities Department

The Municipal Utilities Department (MUD) is comprised of Water, Wastewater, and Stormwater Enterprises and provides drinking water to more than 55% of the Stockton Metropolitan area.

MUD is responsible for furnishing water, wastewater, and stormwater services for residential, commercial, and industrial customers within the city limits and beyond. The department is responsible for the City's regulatory planning and policy activities including compliance with mandated State and Federal regulations regarding the quality of water delivered as well as the wastewater and stormwater discharged and its impact on the environment.

MUD is also responsible for utility planning, utility capital improvements, utility financial management, and water resources management.



Community

Stockton is a renewed City! Located along the San Joaquin Delta waterway, Stockton has become one of the premier communities in the San Joaquin Valley and a very desirable place to live, work, and raise a family. In 2015, Stockton achieved All-American City status for the third time, and has been named by U.S. News and World Report as one of the top 100 places to live in the country.

Stockton is the 13th largest city in California with a dynamic, multi-ethnic, and multi-cultural population of over 300,000 residents. Located in California's great Central Valley, Stockton has grown from a community with rich agricultural roots to an urban destination with an emerging arts and cultural scene, fine dining, shopping, sports, recreation, and family activities.

Stockton is the home of the University of the Pacific, California State University, Stanislaus extension campus, San Joaquin Delta College, and the robust and thriving Port of Stockton with direct waterway access to the San Francisco Bay. Year-round events and venues include the Annual Jazz Brubeck Festival, Bob Hope (Fox California) Theatre, Children's Museum, Haggin Museum, San Joaquin County Fairgrounds, and the Stockton Symphony. The 10,000-seat multi-purpose waterfront Stockton Arena is home to the Stockton Heat. The adjacent 5,000-seat Stockton Ballpark is home to the Stockton Ports, the single-A minor league baseball affiliate of the Oakland A's. With all of this and so much more to look forward to,

The Position

Incumbents in this management-level classification are responsible for directing and managing compliance by departments with the policies and procedures of the program(s) under the supervision of this class. Work is done under the direction of departmental senior management due to the critical nature of the policies and programs. Assignments allow for a high degree of autonomy and administrative decision making in their execution. This class is distinguished from the general administrative support classes in that the duties relate specifically to administration of specialized programs. Incumbents will coordinate business operations activities for the department including City Council and other committee agenda items, training programs within the department, identify opportunities and provide support for workforce development.

Ideal Candidate

The ideal candidate is someone who is creative, innovative, and ready to move into a position of variety and challenge. Working in coordination with the MUD's three utilities, the primary role is to develop, plan, organize, direct, teach, train, evaluate, and manage programs and projects including comprehensive communications, marketing, and community relations programs; workforce development and department policies and procedures. Strong, effective communications, writing, public speaking, and presentation skills are required. Experience with graphic design, developing comprehensive outreach programs and materials, and experience with managing mass media and social media is strongly desired.

Municipal Utilities Mission Statement

To provide high quality potable water on demand; collect, treat, and dispose of wastewater; and collect and dispose of stormwater, all in accordance with applicable regulations and responsible business practices.



Principal Duties

- Plans, organizes, directs, and controls programs and projects with Citywide implications; provides expert professional assistance to City management staff.
- Reviews and enforces administrative policies, procedures, and operations; ensures that internal and externally imposed program requirements are met.
- Develops and directs the implementation of goals, objectives, and work standards.
- Supervises staff, planning, assigning, reviewing, and evaluating work; participates in the selection of staff and provides for their training and professional development.
- Provides staff leadership and technical assistance to task forces, citizen advisory committees, commissions, or boards; confers with and provides technical assistance to City departments in areas of responsibility.
- Prepares a variety of periodic progress and special reports related to programs and activities.
- Represents the City in meetings with representatives of governmental agencies, professional, business and community organizations and the public.
- Prepares recommendations for annual grant and program budgets; and/or provides input for and prepares various grant applications or annual performance report of activities.
- May confer and negotiate with developers and property owners relative to the acquisition and disposition of property and improvements; may draft project contract language and performance specifications.
- Monitors legislation and developments related to areas of responsibility; evaluates their impact on City operations and programs; recommends and implements policy and procedural improvements.
- Performs related duties as assigned.



Minimum Qualifications

Possession of a Bachelor's degree from an accredited four-year college or university with major course work in business or public administration or a closely related field, or the field of the program to which assigned, and four (4) years of experience managing or supervising highly visible programs or projects with major departmental or citywide impact.

Other Requirements:

Specified positions may require possession of a valid California Class C driver's license. (Note: This position does require a valid California Class C driver's license)

Compensation and Benefits

The annual salary range for the Program Manager III position is \$84,191 to \$108,103, depending on qualifications. Benefits* include, but are not limited to:

- Retirement: California Public Employees' Retirement System (CalPERS) with a 2% @ 62 formula for employees new to CalPERS. Employees considered "classic" members receive 2% @ 60 benefit formula.
- Vacation: 120 hours of vacation per year.
- Health Benefits: The City pays a significant portion of the premium for medical/hospitalization, dental/orthodontia, vision, and prescription coverage for employees and dependents, and offers a choice of four plans.
- Holidays: 12 fixed and 1 floating per year.
- Sick Leave: 96 hours per year.
- Deferred Compensation: A deferred compensation plan is available at the employee's option.
- Section 125 (Flexible Spending Account): Employees may participate on a pre-tax basis for day care and medical expense reimbursement.
- Life Insurance: Policy value of \$50,000.
- Work Schedule: A City of Stockton 9/80 work schedule - 7:30am to 5:30pm, Mondays through Thursdays; 8:00am to 5:00pm on Fridays, with alternating Fridays off.

*Please visit our website for a complete list of benefits offered by the City of Stockton.

This position is Exempt from FLSA (Fair Labor and Standards Act) and does not qualify for overtime compensation and is subject to Fair Political Practices Commission (FPPC) annual filing requirements. Please see the FPPC website, www.fppc.ca.gov, for more information.

The Process

This is an At-Will position (unclassified/unrepresented). Only those applicants who best fit the needs of the City will be considered for this career opportunity. Applicants who fail to complete the online application and supplemental questions, and fail to provide proof of education, resume, and cover letter by the closing date of Friday, November 17, 2017 at 5:00 p.m., will be subject to rejection. Applications and supplemental questionnaires will be reviewed, and only the most qualified applicants will be invited to an interview. If you are interested in pursuing this new and challenging career opportunity, please visit our website to apply online at:

www.stocktonca.gov/jobs

Final Filing date: November 17, 2017

THE CITY OF STOCKTON IS AN EQUAL OPPORTUNITY EMPLOYER